



6 JANUARY 1995

Operations

## HQ AETC DUTY HOURS AND AVAILABILITY OF KEY STAFF MEMBERS

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This instruction implements AFPD 10-2, *Readiness*. It establishes HQ AETC duty hours, availability requirements for staff members, and the headquarters' staff duty officer program. These requirements provide the AETC Commander timely access to key staff members, and continuous availability of representatives from headquarters' staff functions.

### SUMMARY OF REVISIONS

This revision updates AETC staff members and designates AETC key staff positions.

**1. HQ AETC Duty Hours.** Normal duty hours for HQ AETC personnel are from 0800 to 1645, Monday through Friday.

#### 2. Terms:

2.1. **HQ AETC Staff.** Positions listed by office symbol (OS) in figure 1.

2.2. **HQ AETC Key Staff.** Positions identified by OS in figure 1.

2.3. **Staff Duty Officer.** A person designated to take calls for a headquarters functional area during nonduty hours.

2.4. **Readily Available.** A person available for contact within 1 hour.

2.5. **Immediately Available.** A person available for contact within 15 minutes.

#### 3. Responsibilities:

3.1. HQ AETC staff members will comply with the procedures in paragraph 4. The assistant, deputy, or designated alternate will comply with the procedures during any absence of the primary.

3.2. The Randolph Command Center (RCC) will maintain the location and capability (fixed or cellular telephone, or pager) to contact key staff members and staff duty officers during nonduty hours.

#### 4. Procedures:

4.1. **Duty Hours.** Each staff office will maintain the location and means to contact designated staff members. An alternate will be designated when the primary is not readily accessible by telephone. Someone must be available to immediately answer (two rings) the direct telephone line from the Commander's office.

4.2. **Nonduty Hours.** Key staff members and staff duty officers notify the RCC of absences exceeding the time limits established in paragraph 2. Provide an alternate point of contact any time the primary is not readily accessible by telephone.

4.3. **Scheduled Absences.** All staff members submit a written summary of proposed absences (TDY and leave) to AETC Air Operations Squadron, Command and Control Flight (AETC AOS/AOC) by Wednesday preceding the week of planned absences. Include destination, purpose, planned departure and return date/times, and the name and title of the designated

alternate. Report changes and negative reports telephonically to AETC AOS/AOC, extension 7-3174.

4.4. **Staff Duty Officer.** All staff offices (excluding key staff) provide the 12th Flying Training Wing, Command Post (12 FTW/CP) a roster designating the person to contact for items requiring action before the next duty day. The RCC functions in this capacity for XO.

<b>Key Staff Immediately Available</b>	<b>Staff Readily Available</b>	
1 - CC	1 - CE	11 - RS
2 - CV	2 - DP	12 - SC
3 - XO	3 - ED	13 - SE
4 - ES	4 - FM	14 - SG
	5 - HC	15 - SP
	6 - IG	16 - SV
	7 - IM	17 - TT
	8 - JA	18 - CCG
	9 - LG	19 - CCR
	10 - PA	20 - CCC

**Figure 1. AETC Key Staff and AETC Staff.**

PETER H. FOX, Colonel, USAF  
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